

OFA Diversity Council

Minutes of Meeting

March 6, 2001

Attendees: Stewart Remer, Ann Murphy, Dave Murdock, Zane Schauer, Barbara Marshall-Bailey, Mary Taylor Drake, RJ Dominic, Bernadette Anderson, Carol Summers, Ken Tiktin, Barbara Martin, Margaret Smith, Arlene Porter Simpson, Stan Lum, Nana Dayo-Otekurin, Maxine Hodges, Terri Bell

Call-ins: Kelly Sandy, Barry Meyer, Bud Sawisch, Barbara Williams, Ruby Baker

Opening: Stu Remer opened the meeting and stated that the first two hours of the meeting would cover the Meyers-Briggs Type Indicator (MBTI) review by Ken Tiktin. He then introduced Victoria Kruk, the new Executive Secretary.

Minutes Review: The minutes of the previous meeting were not available. They will be sent to members with the minutes of this meeting.

MBTI Presentation: Ken Tiktin began his presentation by announcing that Teams can go to the Diversity Homepage to schedule MBTI testing. He then explained that the MBTI Type Table contains 16 different types. There are people who don't support this typing of personalities because they say that it pigeonholes' people, boxes them in. Ken agreed that it can do that but there are also advantages. It shows why some people do things one way and others do them differently. Recognizing these differences can help people to have a better understanding of why people work differently and through this recognition, work better as a team.

Ken handed out the results of the members' tests and then had a slide presentation to help explain the results. The opening slides explained that the MBTI is a self-report instrument and is nonjudgmental. The test may, however, show that some people might be in the wrong career. It is a tool to assist us in understanding ourselves and others. It also explained that the MBTI is not a measure of intelligence, a tool for psychoanalysis, a complete science, nor a complete measure of who you are.

It was then illustrated that there are eight preferences:

Extraversion/**I**ntroversion
Sensing/**I**ntuitive
Thinking/**F**eeling
Judging/**P**erceiving

Ken reviewed the characteristics of these preferences and the various combinations. He placed a sheet on the wall and asked that after each member receives their results, to sign their names under their category.

The group as a whole is an ENTJ (Extravert/Intuitive/Thinking/Judging), Life's Natural Leaders.

Action Team Reports:

Communications Action Team – Chair: Barry Meyer

Barry Meyer reported that the Team is in the process of identifying four ideas:

- 1) OFA News Letter "web based"
- 2) OFA Master Calendar "web based"
- 3) E-Mail distribution lists
- 4) Increased use of video teleconferencing for OFA-wide meetings and conferences

Customer Service Action Team – Chair: Bud Sawisch

Bud Sawisch reported that the Team has researched and collected different types of survey forms from other agencies. Dave Murdock also has a different survey form. The Team is reviewing these forms in an effort to select the best one for NOAA.

Consistency Action Team – Chair: RJ Dominic

RJ Dominic reported the Team met on February 13 to discuss Goals and Objectives. The Team is evaluating various AWS plans and will highlight some for use OFA-wide. They expect to have a draft model in a couple of months and will allow 30 days for review by the OFA Diversity Council. The Council will be asked to submitted any comments by June. The Team will then review any comments and develop a proposal. The full committee, not the Consistency Team, will send the proposal to Sonya Stewart by July 1

and hope to have her comments by August 1. They anticipate implementation beginning October 2001.

The Team also reviewed flexiplace information. The flexiplace plan is due to the Department by April 2 and to OPM by the end of April.

The Team will meet again next week.

Career Development Action Team (New Group) – Chair: (Vacant)

This new Team will deal with career development as it relates to employees and managers. Mary Taylor Drake reported that the Team will focus on IDPs, different methods of training (corporate training, mentoring, etc.), and awards.

Next Meeting: Wednesday, April 25, 1:00 to 3:00 p.m., in Silver Spring.

Action Items:

- 1) Victoria Kruk and Ken Tiktin – Meet/discuss how to periodically reinforce Team MBTI information.
- 2) Stu Remer and RJ Dominic – Meet/discuss how far Team can go in developing their AWS plan.